

**CITY OF FITCHBURG  
DEPARTMENT OF PUBLIC WORKS  
POSITION DESCRIPTION**

<b>TITLE:</b>	<b>JUNIOR ENGINEER</b>
<b>SUPERVISOR:</b>	<b>ASSISTANT CITY ENGINEER OR DESIGNEE</b>
<b>SALARY RANGE:</b>	<b>GRADE 9; SALARY RANGE \$42,000 to \$59,000 depending on qualifications</b>
<b>BARGAINING UNIT:</b>	<b>FITCHBURG ASSOCIATION OF MANAGERS, ADMINISTRATORS AND SPECIALTY SKILLS GROUP</b>
<b>RESPONSIBILITIES:</b>	<p>Under supervision of Assistant City Engineer (or designee of the Commissioner of Public Works), performs professional office and field work requiring knowledge of engineering and drafting principles and practices. Inspects various utility and street construction projects for plan compliance. Performs surveying, drafting and engineering functions as assigned. Issues DPW permits.</p> <p>Responsible for maintaining the City's assessor parcel maps in compliance with Level 3 of the Mass GIS Standard for Digital Parcel Mapping. Responsible for providing supportive mapping data and analysis upon request and coordination the use of GIS data with other City Departments.</p>

**The responsibilities and duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

<b>DUTIES:</b>	<ol style="list-style-type: none"><li>1. Makes calculations and records engineering and surveying data and updates maps.</li><li>2. Inspects on-going street and utility construction projects for specification compliance.</li><li>3. Performs quantity take-offs and estimates as needed.</li><li>4. Performs surveying work under the direction of Assistant City Engineer, utilizing total station equipment.</li><li>5. Drafts plans, sketches and tracings using drafting instruments and AutoCAD. Provides information to residents, engineers, surveyors and other city personnel.</li><li>6. Scans hard copy of plans and creates digital files.</li><li>7. Participates in site plan review.</li><li>8. Issues excavation, sewer connection and street occupation permits. Tracks and logs permits utilizing city's software (View Permit).</li><li>9. Provides engineering and design input on traffic and parking issues.</li><li>10. In responsible charge of updating all parcel splits and maintaining City Parcel layer for the City of Fitchburg Assessor Department.</li></ol>
----------------	---

- Produces printed maps for both the Assessor's Office and the general public showing map features, property boundaries, platted lots, recorded bearings and distances as applicable, parcel numbers, etc.
- Conducts research (Recorder's Office, files, and database) of legal documents to insure correct platting of property descriptions
- Update mapping as new data is received relative to new subdivisions, developments, capital improvement projects, zoning requirements, and other projects as assigned
- Manage data in such a way that historical records will reflect changes to land parcels in the City
- In responsible charge of street light mapping.

11. All other duties as assigned.

## **QUALIFICATIONS:**

1. Bachelor of Science degree in Civil Engineering plus one (1) year of related experience; or Associates degree in Civil Engineering Technology plus 5 years of related experience.
2. Computer literate with demonstrated proficiency using GIS (ESRI), AutoCAD, Word, Excel and computerized drawing scanners. Experience with MS Access or public works tracking software is a plus.
3. Massachusetts Class D driver's license.
4. Knowledge of the principles and applications of drafting, civil engineering, traffic engineering and surveying, with hands on experience in drafting, interpreting plans, calculating project data, and estimating all phases of infrastructure, utility and road-related construction projects.
5. Excellent communication skills for assisting the public.
6. Must pass OSHA-10 safety training class within 6 months of hire.
7. Demonstrated ability to develop innovative approaches to problem solving. Ability to effectively manage multiple GIS projects simultaneously.

**PHYSICAL COMPONENT:** Required to work in field. Required to pry manhole covers and catch basin grates.

**RATE:** Light to moderate.

*This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.*

The City of Fitchburg is an equal opportunity employer. (EOE)

